

Collateral Duty Listing with FMFIA Reporting Requirements

For MIC Program certification purposes, the COS shall ensure proper administrative functions, processes, and programs which fall under "collateral duties", but 00IG4 will be the point of contact for all MIC Program questions and reports. Only collateral duties that involve the financial and operational management controls used to mitigate risks and aid in the accomplishment of the command's mission are within the MIC Program.

FUNCTIONS/PROGRAMS/PROCESSES	DESCRIPTION
Classified Material Control and Security Officer Program (OPSEC) (incl. Security Manager, TOP Secret Control Officer)	Processes clearance eligibility of personnel, develops command policy for navy accessions, security of classified information held at command.
Drug and Alcohol Program (DAPA)	Provide specialized information, counseling and assistance to command personnel.
Military Watch Bill	Designates those who carry out the watch standing duties for the command. The watch organization consists of the Senior Watch Officer, Senior Watchbill Coordinator, Enlisted Watchbill Coordinator, Command Duty Officer, Duty Yeoman, Duty Driver, Duty IT, Colors Detail, Auxillary Security Force, and Burial Detail.
Official Mail Management	To control official mail costs through proper cost-effective use of USPS, international mail, postage of other countries, and alternate carriers when cost effective; existing regulations permit, and accountability and delivery requirements are met.
Physical Readiness Program	PRP is to create a culture of fitness to enhance a member's ability to complete tasks that support the command's mission.
Safety Program/Officer	Provides the command safety training and safety assessments. Also reports any accidents or mishaps to base safety office.
Sexual Assault Victim Intervention (SAVI) Victim Advocacy	Coordinates command mandated, annual awareness and prevention education training; maintaining and providing current information on and referral to base and community programs for victims; and ensuring the mandated collection and maintenance of sexual assault data per OPNAVINST 1752.1B.
Urinalysis Program (includes Coordinator)	Coordinates command urinalysis-testing program with the primary objectives of detection and deterrence.